

CEMP-EE

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ETL 415-3-1

Technical Letter
No. 415-3-1

30 June 2000

EXPIRES 30 JUNE 2005
Construction
DD FORM 1391 REVIEW AND CERTIFICATION
STANDARD OPERATING PROCEDURE

1. Purpose. The purpose of this engineer technical letter (ETL) is to provide a standard operating procedure (SOP) and guidance for review and certification of DD Forms 1391 for proposed Military Construction, Army (MCA), and Army Family Housing (AFH) projects.
2. Applicability. This ETL is applicable to U.S. Army Corps of Engineers (USACE) divisions with a mission to support the design and/or construction of MCA and AFH projects.
3. Distribution Statement. Approved for public release; distribution is unlimited
4. References.
 - a. AR 200-1, Environmental Protection and Enhancement
 - b. AR 200-2, Environmental Effects of Army Actions
 - c. AR 210-20, Master Planning for Army Installation
 - d. AR 415-15, Army Military Construction Program Development and Execution
 - e. AR 415-28, Army Facility Classes and Construction Categories (Category Codes)
 - f. DA Pam 415-3, Economic Analysis: Description and Method
 - g. DA Pam 415-15, Guide to Army Military Construction Project Data Development
 - h. DA Pam 415-28, Guide to Army Real Property Category Codes
 - i. ER 5-1-10, CEMP-MP/CECW-EP, Corps Wide Areas of Work Responsibility
 - j. ER 5-1-11, CEMP/CECW, Program and Project Management
 - k. ER 1110-3-113, Department of Army Facilities Standardization Program
 - l. ER 1110-345-122, Interior Design
 - m. TI 800-01, Design Criteria
 - n. TI 801-02, Family Housing
 - o. TI 801-04, Area Planning, Site Planning and Design
 - p. TM 5-800-3, Project Development Brochure
 - q. TM 5-800-4, Programming Cost Estimates for Military Construction

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PAX Newsletter No. 3.2.1 – Area Cost Factor Indexes
PAX Newsletter No. 3.2.2 – Military Facilities Unit Costs
r. TN 210-50-01, Army Family Housing Planning Guide
s. Interim Department of Defense Antiterrorism/Force Protection Construction Standards,
December 16, 1999

5. Policy.

a. Review and certification must be independent and not influenced by values already presented on the DD Form 1391. Further, individuals preparing the DD Form 1391 should not be the same individuals reviewing the DD Form 1391.

b. Divisions will list subject activity as a primary mission and function of the Division. HQ will provide Military Construction (MILCON)/Division Operations and Maintenance, Army (MOA), Appropriation Code 21*2020, Army Management Structure Code (AMSCO) 437013.71 funds to Divisions for management and technical direction of the MILCON mission. These funds include all work for subject.

c. Scope of work will comply with reference 4.d.

d. Division Commanders are authorized to re-delegate their authority for certification of DD Form 1391 to District Commanders. Further re-delegation of such certification authority below the level of District Commander is not authorized. Whether assigning the certification to the District or having the District provide assistance, funding for such activity should be provided by purchase request to the Districts from Division funds.

e. Divisions will not review and certify DD Form 1391's that are not in their area of responsibility unless the terms of reference 4.i. are followed.

f. Work to review and certify DD Form 1391 will be in accordance with reference 4.j.

g. Project Delivery Team (PDT) members that are engaged in subject activity are encouraged to attend USACE Prospect Training Course, DD Form 1391 Preparation.

6. Responsibilities.

a. AR 415-15 requires USACE to review and certify the DD Forms 1391 for MCA and AFH projects. The DD Forms 1391 shall be reviewed and certified that sufficient technical information is available to commence a concept design (Code 2) or Parametric Design (Code 3) and that the project scope is in compliance with Army standards, criteria, and cost estimating requirements. Appendix A, DD Form 1391 Certification Activities, lists the roles of USACE and Major Army

Command (MACOM) in the DD Form 1391 review and certification process.

b. The appointed Project Manager (PM) is responsible for managing all activities of the DD Form 1391 review and certification process. The PM may be a member of a technical function, and is appointed in coordination with the Director of Programs and Project Management and the Functional Chief. The PM is the point of contact (POC) for coordination with HQUSACE, the Office of the Assistant Chief of Staff for Installation Management (OACSIM), MACOM, and the installation Directorate of Public Work (DPW), when required. The PM will:

(1) Develop and maintain an annual master schedule of the DD Form 1391 activities by coordinating with MACOM and OACSIM;

(2) Maintain HQUSACE, OACSIM, MACOM and DPW POC lists for the DD Forms 1391 reviews;

(3) Contact the MACOM POC for a list of projects required for USACE review and certification. OACSIM issues guidance on the upcoming Project Review Board (PRB) to the MACOM in the February-March timeframe;

(4) Retrieve these projects from the DD Form 1391 Processor in the Army Programming, Administration, and Execution (PAX) System;

(5) Make sure that a complete set of full DD Forms 1391 is available for review by the PDT members, and set a suspense date for review comments;

(6) Schedule and coordinate site visits with installation DPW and the PDT members;

(7) Coordinate with the PDT members to consolidate the review comments;

(8) Forward the consolidated comments to MACOM with information copy to the installation DPW;

(9) Coordinate with MACOM /installation DPW to ensure that the review comments have been appropriately incorporated into the DD Form 1391 prior to the certification, if the review schedule allows time to do so. Any unresolved issues and comments should be identified on the DD Forms 1391;

(10) Represent the division at the Army Construction Requirements Review Committee (CRRC) PRB meetings, along with technical representatives, when so requested by the MACOM;

(11) Maintain a file of reviewed and certified DD Forms 1391.

7. Procedure.

a. The DD Forms 1391 will be reviewed by a designated PDT, which may be composed of the following disciplines:

- (1) Project Manager (PDT Leader)
- (2) Architect
- (3) Structural Engineer
- (4) Mechanical Engineer
- (5) Electrical Engineer
- (6) Cost Engineer
- (7) Geo-technical Engineer
- (8) Hydraulic Engineer
- (9) Environmental Engineer / Environmentalist
- (10) Antiterrorism/Force Protection
- (11) Information Systems
- (12) Others as applicable

b. The PDT members will be responsible to ensure that each section of the DD Form 1391, as identified in Appendixes A, B and C is properly reviewed for their specific area of expertise, and to coordinate with Centers of Expertise (CX) for review as required. Appendix D is a checklist to verify more specific information for the project site and building facilities, if applicable.

c. Review comments should be concise, directive statements and not questions. Questionable areas will be resolved within the PDT, or with the installation DPW and/or MACOM.

d. The PM will coordinate with the installation DPW and the MACOM to arrange for any necessary site visits. The geographic District will be invited to attend, if required.

e. The site visit:

(1) Before the Site Visit

(a) Provide the installation DPW a list of items of information required for certification of the DD Form 1391, such as the sample items identified in Appendix E – Site Visit Checklist, if applicable.

(b) Arrange for a camera permit. If the installation is a “closed post” which will not permit picture taking by visitors, arrange for an installation photographer to take photos for the PDT at the proposed site.

(c) Gather and analyze the DD Form 1391 review comments generated by the PDT members to identify the project deficiencies and/or any recommended resolutions, which will be discussed with the installation DPW at the site visit.

(2) At the Site

(a) Meet with the installation DPW to examine requested documentation and attempt to resolve any comments or questions generated by the DD Form 1391 review.

(b) Tour project site(s) to verify site conditions based on the site visit checklist of Appendix E and project data presented in the DD Form 1391, and to resolve questions concerning the site physical conditions and/or site utilities.

(c) Take photographs (preferably using a digital camera) showing topography, geography, utilities and surrounding structures. If project is an addition or modification to an existing building, photograph all sides, important details, interiors, structural system and visible utilities. The purpose of the photographs is to provide the PDT members, who were not present at the site visit, as much site information as possible. Photos can also help to support the comments.

(3) After the Site Visit

(a) Provide photographs to the PDT members, if applicable and available.

(b) The PDT members should revisit their comments to determine whether the photographs or the site visit team can provide answers to their questions.

(c) The PM will request the MACOM or the installation DPW to make necessary corrections to the DD Form 1391 and also coordinate with them to identify any outstanding issues.

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(4) If site visits are not feasible due to time and cost constraints, the PDT members should coordinate with the installation DPW to obtain as much information as possible for review and evaluation purposes.

8. Certification.

a. The DD Form 1391 is ready for certification once site visit, if any, is complete and the review comments have been appropriately incorporated into the DD Form 1391 by the MACOM or by the installation DPW, if the review schedule allows time to do so. However, any unresolved issues and comments should be identified.

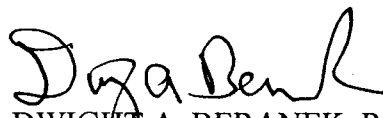
b. The PM will prepare a "hard copy" of the certification form and prepare a project folder to file this form and the revised version of the DD Form 1391 that incorporated the PDT review comments.

c. Once the DD Form 1391 has been certified and signed by the Commander, the PM will enter the required information, including any unresolved issues/comments, into the DD Form 1391 Processor in the PAX system. Certification process for that DD Form 1391 is now complete, and the PM will so notify the MACOM.

d. Out-of-Cycle Congressional Adds to the MILCON Program - In general, due to the extremely limited time frame to react to requests by the Congressional Committees for the DD Forms 1391, USACE certification of these out-of-cycle projects is not required.

9. HQUSACE Points-of-Contact. For policy and funding, Mr. Howard Stickley, CEMP-MA at 202-761-1995. For technical matters, Mr. Robert Wong, CEMP-EE at 202-761-1241.

FOR THE DEPUTY COMMANDER FOR MILITARY PROGRAMS:



DWIGHT A. BERANEK, P.E.

Chief, Engineering and Construction Division
Military Programs

5 APPENDICES:

A. DD Form 1391

Certification Activities

B. DD Form 1391

Section Numbers

C. DD Form 1391 Section Review Check List

D. Project & Facility Review Check List

E. Site Visit Checklist